

P.C.E.T.'s

**S. B. PATIL INSTITUTE OF MANAGEMENT**

**NOTICE**

**Date: 7<sup>th</sup> October 2019.**

This is to inform to all the students of MBA II year (HR specialization) that HR Certification Course is scheduled from 9<sup>th</sup> October to 15<sup>th</sup> October 2019 (6 days).

Refer following details:

**Time:** 9 am (sharp)

**Venue:** HR-Class room.(No. 3)

**Dress Code:** Uniform/ Formals for all students.

**Note:** Attendance is Compulsory.



Dr. Daniel Penkar

Director, SBPIM





Dr.ANURADHA PHADNIS <phadnisanuradha@sbspatilmba.com>

## Details and Schedule of HR certification program

5 messages

Dr.ANURADHA PHADNIS <phadnisanuradha@sbspatilmba.com>

Fri, Sep 6, 2019 at 3:16 PM

To: 2018-20hr@sbspatilmba.com

Cc: Kirti Mam <kirtisd@gmail.com>, IRAM ANSARI <iramansari@sbspatilmba.com>, pranita burbure <pranita2206@gmail.com>

Dear All

As per last year we are Organising HR Generalist Certification Programme for HR specialisation students.

Schedule of the same is from Wednesday, October 9, 2019 to Tuesday, October 15, 2019 [ Excluding Sunday October 13 ]

(6 days programme of around 40 hours)

Kindly send your consent for the same by reverting back to this mail with full name and roll no. before 10th September 2019 on mail to me.

Institute will offer maximum amount of scholarship for students for the training program and remaining portion amounting to **Rs. 3000/- (Three thousand only) to be paid by every student to Certification coordinator before 15th September 2019 as we have to finalise the sanction process and advance payment.**

Program would typically cover very important functions of the HR domain.

- Module 1: Performance Management Systems [ Incl.PMS Survey and the PMS process]
- Module 2: Training and Development
- Module 3: Employee Engagement
- Module 4: Policy formulation
- Module 5: Labour Acts
- Module 6: Fundamentals of Payroll Administration (Lab session -Excel calculations)
- Module 7: Manual Payroll
- Module 8: Recruitment

Program would typically cover **9** very important functions of the HR domain.

- Module 1: Fundamentals of Payroll Administration
- Module 2: Manual Payroll
- Module 3: Labour Acts
- Module 4: Performance Management Systems [ Incl. PMS Survey and the PMS process]
- Module 5: Training and Development
- Module 6: Employee Engagement
- Module 7: Recruitment
- Module 8: Policy formulation
- **\*\*\*\*Module 9: HR Scorecard [ FUNDAMENTALS] : New addition**

***Detailed Day-wise programme itenary is mentioned below:***